



## **TRANSPORTATION ENHANCEMENT (TE) PROGRAM**

### **APPLICATION INSTRUCTIONS**

To complete your request for Transportation Enhancement funds, you have **forty-five (45) days** from the date specified on your invitation letter to submit the following full TE application.

#### **Office of Local Programs Requirements**

Before beginning the full application, please thoroughly review the State of Kentucky Transportation Enhancement (TE) guidelines as found in the Local Programs Guidelines book and on the Office of Local Programs (OLP) website ([www.tea21.ky.gov](http://www.tea21.ky.gov)).

- Please follow the instructions exactly. Failure to submit complete and accurate information by the deadline may result in rejection of the request for TE funding. It is required that all applications be TYPED.
- **Submit six (6) copies of the completed application by the postmarked deadline shown on your invitation letter.** The applications should be stapled or bound in a folder or similar manner not to exceed one-half (1/2) inch in thickness. **DO NOT SUBMIT APPLICATIONS IN THREE-RING BINDERS.** All six (6) copies should be identical. The sponsor should keep the original and at least one copy for its use. The Government Sponsor and Project Title should be clearly identified on the front of the application packet.
- Applications for all projects should be submitted to:  
  
**Kentucky Transportation Cabinet  
Office of Local Programs: TE  
200 Mero Street, 6th Floor  
Frankfort, KY 40622**
- If an application for a proposed project is located within an urbanized area, an additional copy should be submitted to the appropriate Metropolitan Planning Organization (MPO). The contact information for each MPO is located at the end of this application.

#### **State Clearinghouse Requirements**

Pursuant to Presidential Executive Order 12372, all applicants shall submit to the State Clearinghouse for Intergovernmental Review 10 copies of the following:

- Cover letter identifying the funding program
- Application for Federal Assistance (424 form)
- Brief narrative describing the project
- Detailed budget
- 8 1/2" x 11" topographical map clearly showing the activity for which funding is sought

The applicant shall submit these documents to: **Department of Local Government State Clearinghouse, 1024 Capital Center Drive, Suite 340 Frankfort, KY 40601.** The State Clearinghouse does not require that the requesting agency submit the entire application as was sent to the OLP. A link to the State Clearinghouse may be found at [www.gold.ky.gov/clearinghouse](http://www.gold.ky.gov/clearinghouse).



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## TE APPLICATION

### 1. PROJECT INFORMATION

Project Title \_\_\_\_\_

Specific Location of Project \_\_\_\_\_

Area Development District: \_\_\_\_\_ Highway District \_\_\_\_\_

County(ies) \_\_\_\_\_

- ☐ Proposal is entirely within the county. ☐ Proposal has sites in more than one county.  
☐ Proposal is statewide or multiregional in scope and has no geographic "home."

### 2. APPLICANT INFORMATION

Government Sponsor \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ ZIP \_\_\_\_\_

Phone \_\_\_\_\_ E-mail \_\_\_\_\_

Contact Person & Title (if different) \_\_\_\_\_

Affiliation/Agency Name \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ ZIP \_\_\_\_\_

Phone \_\_\_\_\_ E-mail \_\_\_\_\_

### 3. ELIGIBLE ENHANCEMENT CATEGORIES (check all that apply).

- ☐ Pedestrian and bicycle facilities  
☐ Pedestrian and bicyclist safety and education  
☐ Acquisition of scenic or historic easements and sites, including battlefields  
☐ Scenic or historic highway programs  
☐ Landscaping and scenic beautification  
☐ Historic preservation  
☐ Historic transportation buildings  
☐ Rail corridor preservation  
☐ Inventory, control, and removal of outdoor advertising  
☐ Archaeological planning and research  
☐ Environmental mitigation  
☐ Transportation museums



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## 4. PROJECT DESCRIPTION

Explain how the project qualifies under the eligibility category or categories checked in Section 3 of this application. Describe the need for the project and the way this project will benefit the community. Include any impact the project may have toward economic development, tourism, or safety. **NOTE:** If the project includes multiple activities or phases, please prioritize each by importance and need.



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### **5. TRANSPORTATION RELATIONSHIP**

Discuss this Transportation Enhancement project's relationship to surface transportation. Proximity to a highway or transportation facility alone is not sufficient to establish a relationship to surface transportation. Additional discussion beyond proximity is needed in the TE project proposal to establish the relationship to transportation.

### **6. INTENDED USE & ACCESS**

Explain the intended use of and access to the finished project. All projects must provide a public use.



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## 7. ACCESS FEES

Are there any fees that will be charged for the access to or use of the finished project?

☐ Yes ☐ No

If yes, explain in detail, and list what the fees will be used for. **NOTE: A profit CANNOT be made from the implementation of fees.**

## 8. RENAISSANCE KENTUCKY STATUS

Has the community achieved Renaissance Kentucky status?

☐ Yes ☐ No

If yes, identify status. If applying for Transportation Enhancement Program funds for a project that relates to the Renaissance on Main program, a letter of support from the local Renaissance on Main/Main Street organization is recommended. The application should also include a map that identifies the Renaissance boundary with the project to be considered for funding located within the boundary.

## 9. CURRENT TE FUNDING REQUEST

	Dollars (\$)	Percent (%)
TE Funds Requested:	_____	_____ %
Match (Minimum Required is 20%):	_____	_____ %
<b>Total TE Project Cost:</b>	_____	_____ %

## 10. BUDGET

Provide a DETAILED itemized description of the estimated project costs below. Itemized cost estimates should identify specific work to be done on the project. **Items to be included below are planning activities, project development, engineering, right-of-way acquisition, construction, and all other costs that will be incurred.** Please attach supporting documents used to prepare the budget as **Attachment B** (see page 7). If the project contains multiple activities, please break down the cost for each activity.

The total cost estimate provided in the application will be used to determine the amount of TE funds awarded. Because of the limited amount of funding, the total project amount funded with TE funds will be the maximum amount reimbursed. **If costs exceed the estimate, the sponsor will be responsible for covering the additional costs.** If a sponsor would like to request reallocation of items in the budget, a budget amendment may be submitted to the Office of Special Programs for review. No more than two budget amendments will be accepted during the life cycle of a project. Attach additional pages if needed.

[illegible]

**Total Project Funds Requested** \_\_\_\_\_

**Percent of Project:** \_\_\_\_\_ %

**TOTAL PROJECT FUNDS REQUESTED**  
(This Page)



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### 11. ATTACHMENTS

**Attachment A.** Include a detailed operations business plan with a preliminary implementation schedule for each item listed, including the proposed start date and the completion date.

**Attachment B.** Provide supporting documents used to prepare the budget.

**Attachment C.** Describe the fund resources for the twenty (20) percent funding match, and include written confirmation(s) by the appropriate official/person of the availability of the local matching funds. In-kind contributions will require approval by the Kentucky Transportation Cabinet. Administrative costs are not eligible for in-kind match.

**Attachment D.** Include a detailed maintenance plan. Describe how this project will be funded after it is no longer eligible for TE funds. The sponsor is responsible for future maintenance of the project after completion.

**Attachment E.** Add evidence of support within the community. Please note that letters of support are reviewed, but they are not the most compelling form of support. Below are some of the more genuine demonstrations of local support.

- Resolution of support
- Evidence of volunteerism
- Contribution of an overmatch
- Private donations to the project (monetary or in-kind)
- Petitions in support of the project
- Successful fundraising
- Rallies or events held in support of the project
- Editorials or local media attention focusing on the need for the project

**Attachment F.** Provide "before" photos of the area of proposed improvements or a photo of the proposed site.

**Attachment G.** Add an 8.5 by 11-inch location map identifying the site in proximity to federal, state, or local highways. If the proposed project is within a designated Renaissance on Main boundary, include a map identifying the project's location within the boundary. If the proposed project is a pedestrian facility/bikeway/trail, etc., provide a point-to-point location and description of the route.





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## Environmental/Cultural Assessment Data Requirements for Environmental Documentation

### 12. ENVIRONMENTAL INFORMATION (if applicable)

**Attachment H.** Federal Highway Administration (FHWA) guidance requires that the TE activities comply with all applicable environmental requirements. Therefore, the Kentucky Transportation Cabinet (KYTC), based upon the data requirements outlined below, will conduct an assessment of the proposed project's environmental documentation required by federal laws, regulations, and policies. FHWA or KYTC Division of Environmental Analysis, as appropriate, must approve all environmental documents.

- Provide a brief description of the proposal.
- Provide plans and specifications for the project if available. If not available, describe the philosophy/intent of the proposal, what it hopes to accomplish, and how it will reach that goal.
- Locate the project on county, city, and topographic maps. Site location maps must be included.

The following information will be needed for the preparation of an environmental review. Please attach the information if applicable to your proposal.

#### A. Air and Noise

- Scaled map showing project facilities or area and the adjacent roadways.
- Traffic information:
  - How much traffic will the facility generate?
  - Will the facility change the transportation network/pattern?
- Vehicular speed (in mph) in the vicinity of the facility.

#### B. Aquatic and Terrestrial

- Does the project impact wetlands? ☐ Yes ☐ No
  - If yes, how many acres? \_\_\_\_\_
- Is the project on the floodplain? ☐ Yes ☐ No
  - If yes, provide coordination with the Kentucky Division of Water.
- Does the project impact agricultural lands? ☐ Yes ☐ No
- Does the project potentially impact endangered species? ☐ Yes ☐ No



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### Environmental/Cultural Assessment Data Requirements for Environmental Documentation, continued

#### C. Cultural, Historic, and Archaeological Resources

- Is the project area or part of the project area listed in or eligible for the National Register of Historic Places? ☐ Yes ☐ No
  - If yes, please provide the statement of registration.
  
- Will there be any earth disturbance associated with this project? ☐ Yes ☐ No  
(If so, it may be required to carry out an archaeological survey of the project prior to starting.)

If the project includes rehabilitation of, or construction adjacent to a National-Register-listed or -eligible building, provide a written statement indicating that all work will follow the Secretary of the Interior Standards for Rehabilitation of a National Register-listed or -eligible property. As soon as they become available, submit to the KYTC the plans and specifications showing all the proposed work on historic buildings, historic landscapes, and any new construction that may affect historic buildings. Reconstruction of buildings associated with a National Register-listed site must be based on archaeological or archival evidence.

All proposed projects must demonstrate compliance with the National Environmental Policy Act. This is evidenced by an approved environmental document.



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## Transportation Financial Assistance Programs

***(A copy of this information must be read, signed, and submitted with the application.)***

It is the policy of the Kentucky Transportation Cabinet (the Cabinet) that certified Disadvantaged Business Enterprises (DBEs) shall have the opportunity to participate in the performance of Transportation Enhancement projects financed in whole or part by federal funds. To that end, the Cabinet will comply with the regulations found in 49 CFR part 26.

Refer to subpart d, Certification Standards 26.61, which governs the regulation for certification of DBEs. For additional information, visit the FHWA's website:

<http://www.fhwa.dot.gov/civilrights/eo.htm>.

Please be familiar with these requirements and acknowledge by signing below. Any questions may be directed to:

**Kentucky Transportation Cabinet  
Office for Civil Rights & Small Business Development,  
DBE Liaison Officer  
200 Mero Street, 6th Floor West  
Frankfort, KY 40622  
(800) 928-3079**

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Project Sponsor's Signature

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Date



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## APPLICATION CHECKLIST

**The following items must be submitted in order to be considered for funding:**

- ☐ Application with answers to questions 1-8
- ☐ Attachment A: Detailed operations plan
- ☐ Attachment B: Supporting documents for budget
- ☐ Attachment C: Matching fund letter(s) of confirmation
- ☐ Attachment D: Detailed maintenance plan
- ☐ Attachment E: Evidence of community support
- ☐ Attachment F: Before photo(s) of proposed site
- ☐ Attachment G: Location map
- ☐ Attachment H: Environmental information

**Please sign below acknowledging that all information herein is accurate and the sponsor is aware that he or she is responsible for implementing federal Transportation Enhancement funds and for providing future maintenance and operations costs for this project.**

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Project Sponsor's Signature

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Project Sponsor's Name and Title

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Date



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## METROPOLITAN PLANNING ORGANIZATIONS

### ASH-Ashland Area MPO

Sherry McDavid Executive Director sherry@fivco.org	Terri Sicking Transportation Planner terri@fivco.org	c/o Five Counties ADD 32 FIVCO Court Grayson, KY 41143	PH: (606) 929-1366 FX: (606) 327-0023  www.fivco.org
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### BWG-Bowling Green-Warren County MPO

Rodney Kirtley Executive Director rodney.kirtley@bradd.org	Amy Scott MPO Coordinator ascott@bradd.org	c/o Barren River ADD P.O. Box 90005 Bowling Green, KY 42101-9005	PH: (270) 781-2381 FX: (270) 842-0768  www.bradd.org
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### CIN-Cincinnati Area MPO

Mark Policinski Executive Director mpolicinski@oki.org	Bob Koehler Deputy Director rkoehle@oki.org	c/o OKI Regional Council of Governments 720 East Pete Rose Way, Ste. 420 Cincinnati, OH 45202	PH: (513) 621-6300 FX: (513) 621-9325  www.oki.org
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### CLK-Clarksville Area MPO

David Riggins Director david.riggins@ cityofclarksville.com	Stan Williams Transportation Planner stanwilliams@ cityofclarksville.com	c/o Clarksville-Montgomery Co. Regional Planning Commission 329 Main Street Clarksville, TN 37040	PH: (931) 645-7448 FX: (931) 645-7481  www.cuampo.com
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### HEN-Evansville Area MPO

Bradley G. Mills Executive Director bmills@evansvillempo.com	Seyed Shokouhzadeh Deputy Director sshokouhzadeh@ evansvillempo.com	Civic Center, Room 316 1 NW Martin Luther King Blvd. Evansville, IN 47708-1833	PH: (812) 436-7833 FX: (812) 436-7834  www.evansvillempo.com
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### LEX-Lexington Area MPO

Chris King Director of Planning chrisk@lfucg.com	Max Conyers Transportation Planning Manager maxc2@lfucg.com	c/o Lexington Fayette Urban County Government 101 East Vine Street Lexington, KY 40507	PH: (859) 258-3160 FX: (859) 258-3163  www.lexingtonareampo.com
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### LOU-Louisville Area MPO

Jack L. Scriber Executive Director jack.scriber@ky.gov	Harold Tull Transportation Director harold.tull@ky.gov	c/o Kentuckiana Regional Plan- ning and Development Agency 11520 Commonwealth Drive Louisville, KY 40299	PH: (502) 266-6084 FX: (502) 266-5047  www.kipda.org
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### OWN-Owensboro-Daviess County MPO

Jiten Shah Executive Director jitenshah@gradd.com	Keith Harpole Associate Director of Transportation keithharpole@gradd.com	c/o Green River ADD 3860 US Highway 60 West Owensboro, KY 42301-0290	PH: (270) 926-4433 FX: (270) 684-0714  www.gradd.org
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### REZ-Radcliff/Elizabethtown MPO

Wendell Lawrence Executive Director wendell@ltadd.org	Mike Skaggs Transportation Planner mskaggs@ltadd.org  Michael Malham Transportation Planner mmalham@ltadd.org	c/o Lincoln Trail ADD P.O. Box 604 Elizabethtown, KY 42702-0604	PH: (270) 769-2393 FX: (270) 769-2993  www.ltadd.org
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### AREA DEVELOPMENT DISTRICTS

**Barren River Area Development District**

P.O. Box 90005  
Bowling Green, KY 42102-9005  
Ph. (270) 781-2381  
Fax (270) 842-0768  
<http://www.bradd.org>

**Big Sandy Area Development District**

110 Resource Court  
Prestonsburg, KY 41653  
Ph. (606) 886-2374  
Fax (606) 886-3382  
<http://www.bigsandy.org>

**Bluegrass Area Development District**

699 Perimeter Drive  
Lexington, KY 40517  
Ph. (859) 269-8021  
Fax (859) 269-7917  
<http://www.bgadd.org>

**Buffalo Trace Area Development District**

P.O. Box 460  
201 Government Street, Suite 300  
Maysville, KY 41056  
Ph. (606) 564-6894  
Fax (606) 564-0955  
<http://www.btadd.com>

**Cumberland Valley Area Development District**

P.O. Box 1740  
342 Old Whitley Road  
London, KY 40743-1740  
Ph. (606) 864-7391  
Fax (606) 878-7361  
<http://www.cvadd.org>

**FIVCO Area Development District**

1212 Bath Avenue, Suite 650  
Ashland, KY 41101  
Ph. (606) 929-1366  
Fax (606) 327-0023  
<http://www.fivco.org>

**Gateway Area Development District**

**110 Lake Park Drive**  
Morehead, KY 40351  
Ph. (606) 780-0090  
Fax (606) 780-0111  
<http://www.gwadd.org>

**Green River Area Development District**

3860 U.S. Highway 60 West  
Owensboro, KY 42301-0200  
Ph. (270) 926-4433  
Fax (270) 684-0714  
<http://www.gradd.com>

**Kentuckiana Regional Planning & Development Agency**

11520 Commonwealth Drive  
Louisville, KY 40299  
Ph. (502) 266-6084  
Fax (502) 266-5047  
<http://www.kipda.org>

**Kentucky River Area Development District**

917 Perry Park Road  
Hazard, KY 41701  
Ph. (606) 436-3158  
Fax (606) 436-2144  
<http://www.kradd.org>

**Lake Cumberland Area Development District**

P.O. Box 1570  
Russell Springs, KY 42642  
Ph. (270) 866-4200  
Fax (270) 866-2044  
<http://www.lcadd.org>

**Lincoln Trail Area Development District**

P.O. Box 604  
613 College Street Road  
Elizabethtown, KY 42702-0604  
Ph. (270) 769-2393  
Fax (270) 769-2993  
<http://www.ltadd.org>

**Northern Kentucky Area Development District**

22 Spiral Drive  
Florence, KY 41042  
Ph. (859) 283-1885  
Fax (859) 283-8178  
<http://www.nkadd.org>

**Pennyrile Area Development District**

300 Hammond Drive  
Hopkinsville, KY 42240  
Ph. (270) 886-9484  
Fax (270) 886-3211  
<http://www.peadd.org>

**Purchase Area Development District**

P.O. Box 588  
Mayfield, KY 42066-0588  
Ph. (270) 247-7171  
Fax (270) 251-6110  
<http://www.purchaseadd.org>

**Kentucky Council of ADDs**

501 Capitol Avenue  
Frankfort, KY 40601  
Ph. (502) 875-2515  
Fax (502) 875-0946  
<http://www.kycadd.org>